

PMB062
ASSESSMENT NOTICES

PROGRAM FUNCTION:

This program prints the Assessment Notices, with the option to print 1" and/or 2" labels.

REQUIRED RESPONSES SUPPLIED BY OPERATOR:

- 01 Limits
- 02 Parcel types, location codes, and printer prompts
- 03 Select the sort option you want to use:
 1. Parcel Number
 2. Alpha
 3. Zip
- 04 Assessor's Phone Number
(Enter up to 20 characters for the phone number.)
- 05 Are the notices corrected copies? (Y or N)
If "Y" this will print a "CORRECTED COPY" message on the notice and show as a "Corrected Copy" in the PMO063 notice inquiry program.
- 06 Do you want Property Tax Reduction message included? (Y or N)
If "Y," "Property Tax Reduction is Not Included" will print on the notice above the Category & Description section.
- 07 Is this a Main Roll / First Printing? (Y or N)
If "Y", you can accept the statutory appeal date by hitting enter or if you want to override the Statutory Appeal Date, enter an earlier date within the same month as displayed. (06DDYYYY)
If "N", ignore the override date prompt – the appeals date cutoff for sub rolls will be prompted for entry on the second screen.
- 08 Do you want to use C/O names for the alpha sort? (Y or N)
(Appears only if 2 or 3 were selected in prompt #03.)
- 09 Do you want to print notices for categories 67 and 81? (Y or N)
If "N", cat 67 & 81 will not print as long as the fee amount is equal to zero and you selected "N" to print estimated taxes.
- 10 Do you want to print zero market value notices? (Y or N)
If "N", the notice will not print if the total valuation and fee amount are zero.
- 11 Do you want the property address to print? (Y or N)
- 12 Do you want total acres to print? (Y or N)
- 13 Key the year to print on the notice (eg. 2010)
This prints above "Assessment Notice" at the top of the form.
- 14 Key in the Date to Appeal By
This prompt will appear if you answered "N" to prompt 7, otherwise the "Statutory Date" or overridden date will be displayed.
- 15 Do you want to print the STC website for estimated taxes? (Y or N)
- 16 Do you want 2" labels? (Y or N)
- 17 Do you want 1" Labels? (Y or N)
- 18 Do you want to print on a laser printer? (Y or N)
- 19 Do you want to print last year's tax? (Y or N)
- 20 Do you want to print comments from the Header File? (MSO005) (Y or N)

COMMENTS:

Make sure you enter the "Current" year. That is the year that will print on the Assessment Notice. It is also the year the program uses to show "Last Years" taxes. If you were to use 2009 instead of 2010, it will look for the 2008 taxes to be displayed as Last Years taxes.

OUTPUT SUMMARY:

The notice lists the year, category and description, quantity & unit, prior year and current year market value, homeowner exemption, hardship/casualty loss (if applicable), legal description (6 lines), name and address (6 lines), date to appeal by, parcel key, code area, taxing districts and their phone numbers, prior year tax (if selected), fees (specials), and date of public budget hearing. Subtotals and totals print for both market value and taxes. The Assessor's address and phone number will also print. Total acres, property address, Circuit Breaker message, and comments will print if requested.

The form will go to 2 pages if there are more than 12 categories or more than 15 taxing districts. Totals will show on the 2nd page.

SPECIAL CONSIDERATIONS:

Specials show as "Fees" on the notice. The notice will only print last year's specials – even if you have entered current year specials. The printing of "Last Year's Tax" is optional.

This program remains on the print spool until the prompts "Change to forms number ASNT" and "Align the forms" have been responded to from the System Console. The Notices will print at 8 lines per inch.

If you answer 'Y' to prompt #08, the C/O name (mailing in care of) will be used just like a % name for sorting the notices. The C/O must be in one of the two address lines and will preempt the % (last in care of) name as the final sort name.

You have the option to print 2 lines of comments on the notice. They will appear in the upper right of the form and are entered using the Header File (MSO005), record #2.

Use **PMO063** to view a copy of the Assessment Notice – whenever you run PMB062, it puts a copy in a file that can be accessed using PMO063. If it is a corrected copy, the PMO063 will note that. You can also print Assessment Notices using PMO063 on plain paper or on an actual Assessment form. When you print a notice using PMO063, you have the option to print "Copy", "Corrected Copy" or neither on the notice.

Configuring a PC printer to print the Assessment Notices:

Your pc printer must be attached via Client Access, and the Client Access version must be version V5R0 or higher. If you wonder which version you have, start an AS/400 session and click on the "Help" menu, then the "About..." option. Then look on the window for the version number. Since all AS/400's must now be on a Software subscription, you can upgrade your software for no additional charge. (Note: discuss this with your hardware/software maintenance company, as they may charge an

installation fee.)

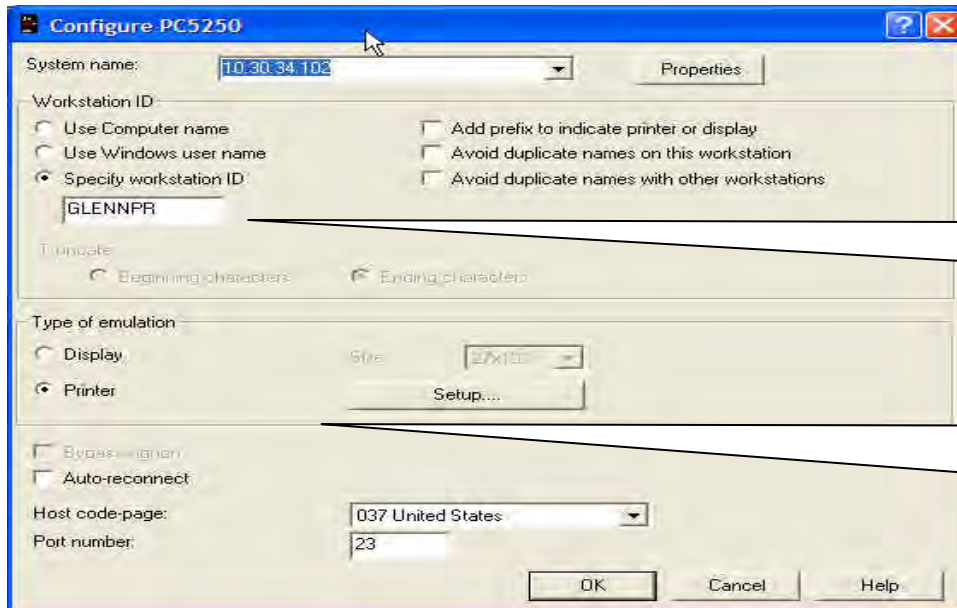
If you have an up-to-date version, follow the steps below to configure your printer:

Create a new session. Go to the Start menu, find the **IBM AS400 Client Access Express**, and then select **Emulator**, and then select **Configure a session**.

The system name should default to your correct AS400 name.

Check the “Specify workstation ID” and then enter a name up to 6 characters long. (The UAD system limits the printer ID to 6 characters, but you can enter anything you want up to 6 characters.) **DO NOT NAME IT THE SAME AS ANY OF YOUR 400 LASER PRINTERS!** This will be the AS/400 printer ID. In emulation, select printer, then click setup.

This screen is where you actually tell the AS/400 what type of PC printer you are using. It is VERY important to select the correct one.



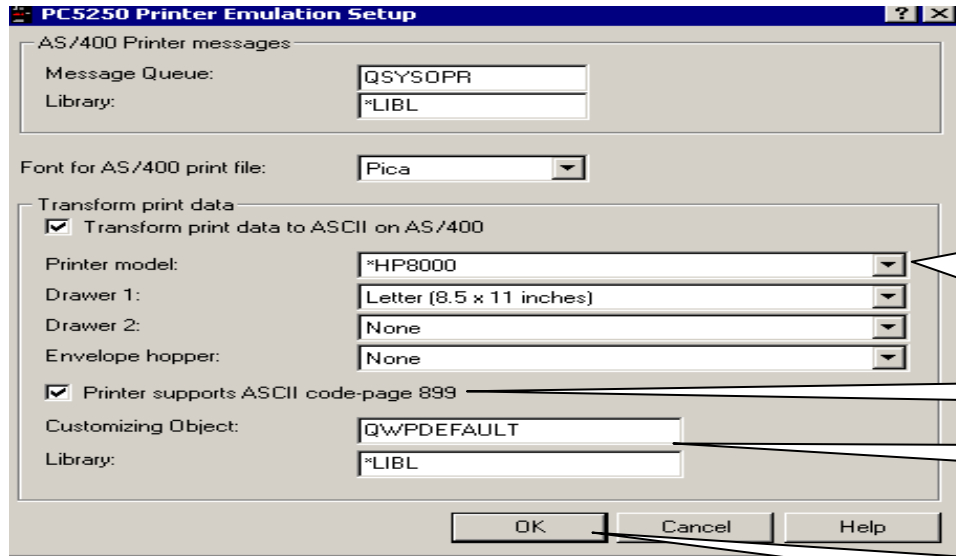
Choose a Printer Session name that works for you... keep it at 6 characters or less.

Choose “Printer” and then click the “Setup” button.

You must select “**transform print data to ASCII on AS/400**”. Then select the actual printer model. If you do not see your printer model (the list is NOT alphabetical, be sure to scroll through ALL of the choices), choose one that may be the previous model. (Most printers do emulate some sort of HP printer, if you need to, you can find out which one and choose that HP Mode.) Then click OK and OK

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Change Font for AS/400 print file to Pica
E1500231_10-07-2010

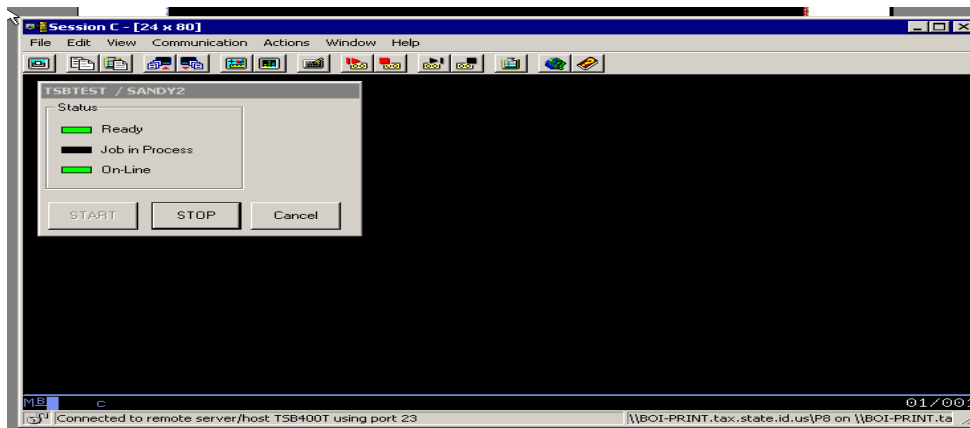


Choose your Printer or a printer close to yours and choose the Drawer settings.

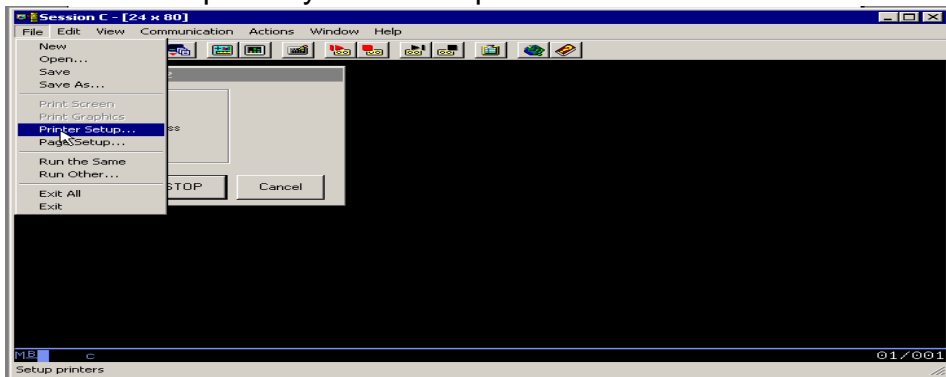
Click this check box

Enter as shown.

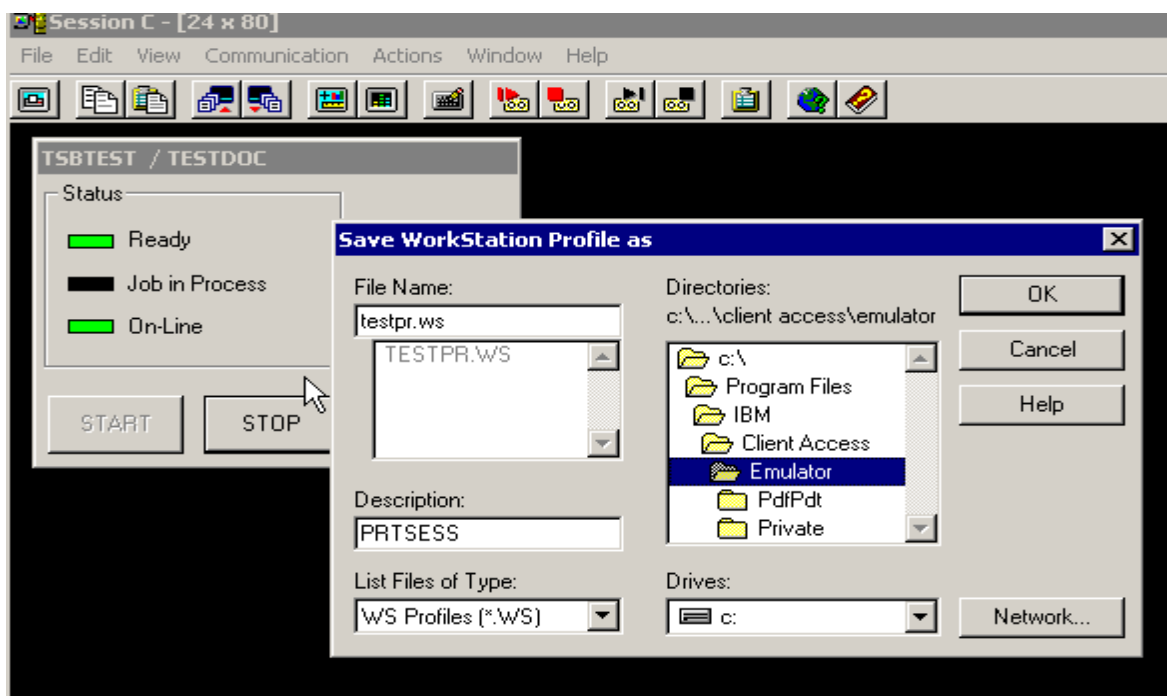
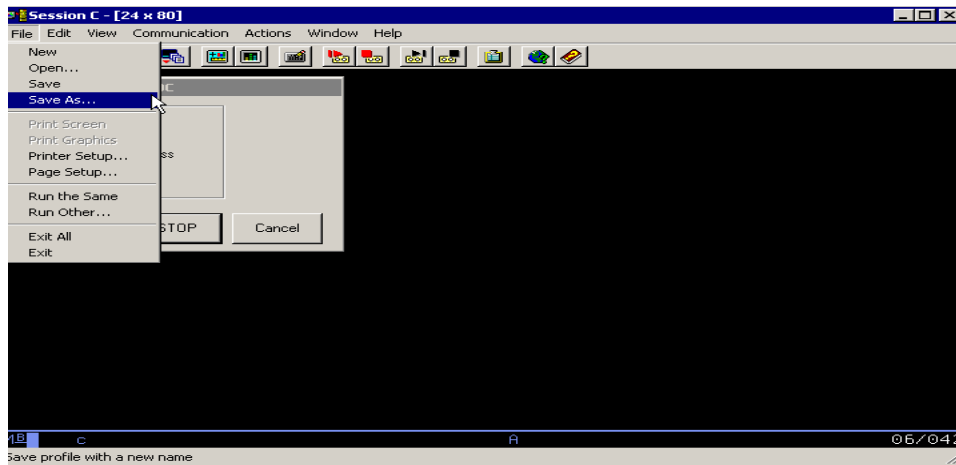
Review your entries before clicking 'OK'



After you click OK, the printer session will start up. Click File then Printer Setup and select the laser printer you want to print on. Then click OK.

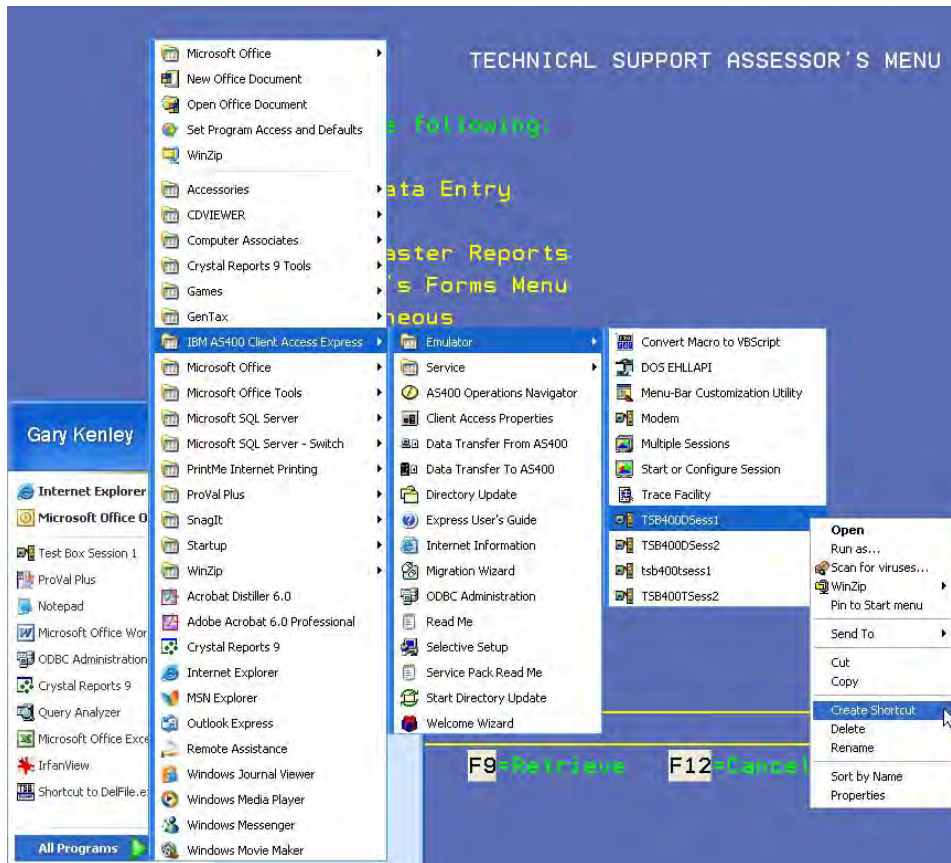


Now you need to save the session. Click File then Save As.



Name the file in the file name section (name.WS – remove the *). You can call it whatever you want, up to 6 characters. Then type in a description. Go to directories and decide where you want to save it. I just saved mine in emulator. Then click OK.

Go to the file (wherever you saved it above), click on it once to highlight it and then right click and select Create Shortcut. It will ask you if you want to create a shortcut to your desktop. Answer “yes”. Then whenever you want to use it, you can start it from the icon on your desktop.



Anyone can use this print session once it has been started. They will need to put their reports/forms on hold, go to their spool file and change the printer name to your new workstation ID. (eg change 'P1' to (for example) 'GlennPR' – see example on page 2.)

Remember, this printer session must be started before the assessment notices will print. (Double click on your new desktop icon each day before you print the notices.)

THIS PRINTER SESSION MUST BE RUNNING IN ORDER FOR YOUR ASSESSMENT NOTICES TO PRINT ON A PC LASER PRINTER!!!!